



February 17, 2020

Memorandum from President Murdaugh

The District Board of Trustees of  
Tallahassee Community College  
444 Appleyard Drive  
Tallahassee, FL 32304

The following meeting Agenda and items requiring approval by the District Board of Trustees is provided for your use at the Monday, February 17, 2020 Board Meeting.

The meeting will be held at the Ghazvini Center for Healthcare Education.

Should you have any questions, please contact me.

Sincerely,

Jim Murdaugh, Ph.D.  
President

**Agenda**  
**District Board of Trustees**  
**Tallahassee Community College**  
**444 Appleyard Drive**  
**Tallahassee, FL 32308**  
**Monday, February 17, 2020**  
**Business Meeting & Workshop – 2:30 PM**

**CALL TO ORDER**

- i. Moment of Silence
- ii. Pledge of Allegiance

**COMMENTS**

- i. Board Chair
- ii. Board Members
- iii. President

**APPROVAL OF MINUTES**

1. January 2020 Meeting  
Request Board approve minutes as presented.

**INFORMATION AND NEWS ITEMS**

**UNFINISHED BUSINESS**

**PRESENTATIONS**

**NEW BUSINESS**

***Approval of Consent Agenda***

The consent agenda format is an organization process for meetings that allow the governing board to focus their time and attention on action items that require more elaboration, information, and/or discussion. The intent of the consent agenda is to support efficiency and effectiveness of the meeting.

If a trustee has a question or plans to cast a negative vote regarding a specific recommendation, then the trustee/trustees need to acknowledge their intention to the Chair. This action item will be considered in the regular order of business as an individual action item.

Those action items that the trustees plan to approve without further question or discussion will remain on the consent agenda. Upon the final determination of the consent agenda, a motion, second to the motion, and unanimous approval of the Board of Trustees is needed to approve the action items. Upon approval of the consent agenda, the Board of Trustees will proceed with the remainder of the agenda.

2. Attorney Invoice – December  
Authorize payment of invoice as presented.
3. Human Resources Report  
Approve the report as presented.

4. Sponsored Programs – Provider  
Authorize funding for the awards and contracts as presented.
5. Sponsored Programs – Fiscal Agent  
Authorize funding for the awards and contracts as presented.

***TCC Foundation***

6. TCC Foundation Update  
None required. Report provided for information only.

***Administrative Services***

7. Pre-Qualification of General Contractors  
Approve the recommended list of pre-qualified general contractors for the period of January 1, 2020 to December 31, 2020
8. Recommendation for Architectural Services  
Approve the recommended list of Architects as presented.
9. Construction Status Report  
Presented as an information item only.
10. Fund Analysis - January  
For information only, no Board action required.

***Student Affairs***

11. Degree in Memoriam for Christen Marie Johnson  
Approve awarding of the degree in memoriam.

**PUBLIC COMMENT**

**WORKSHOP**

**PRESIDENT'S REPORT**

**NEXT MEETING DATE**

March 23, 2020

Location: **Florida Public Safety Institute**

**ADJOURNMENT**

**Minutes  
District Board of Trustees  
Tallahassee Community College  
444 Appleyard Drive  
Tallahassee, FL 32304  
Tuesday, January 21, 2020  
Business Meeting & Workshop – 2:30 PM**

The January 2020 District Board of Trustees meeting was called to order by Chair Lamb at approximately 2:30 p.m.

**Members Present:** Chair Lamb, Trustees Callaway, Grant, Kilpatrick, Messersmith and Moore

**Absent:** Trustee Pople                      **Via phone:** None

**Others Present:** President Murdaugh, Lenda Kling, Bret Ingerman, Lei Wang, Craig Knox, Greg Gibson, Madeline Pumariega, Calandra Stringer, Bob Ballard, Gerald Jones, Aaron Murray, Bill Spiers, Frank Mix, Don Herr, Nyla Davis, Jessica Griffin, Rob Hall, Bobby Jones, Barbara Wills, S. Solomon, Sheri Rowland, Kim Moore, E.E. Eunice, Ayanna Young, Tracy Woodard, Marcus Nicolas, Selina Starling, Gregory Williams, Patricia Manning and Candice Grause

**COMMENTS**

- i. Board Chair Lamb asked everyone to stand for a moment of silence and the Pledge of Allegiance. He complimented the recent Flagler College agreement press conference.
- ii. Board Members – None
- iii. President Murdaugh shared we have worked on the Flagler agreement for a long time. Dean Riggs said this embodies the strong friendship and partnership for a community college and private school.

President Murdaugh said the session mood this year is as positive as it has been in a long time.

Director Balog introduced Drs. Bob Paxton and Steve Nettles from Ashford University who are visiting the College to explore collaboration and partnership opportunities.

**APPROVAL OF MINUTES**

- 1. November 2019 Meeting

Request Board approve minutes as presented.

**MOTION:** Trustee Moore                      **SECOND:** Trustee Grant

Motion passed unanimously.

**INFORMATION AND NEWS ITEMS**

Ayanna Young displayed reports, printed news items and news clips for the Bright Light giving party, scholarship fundraising, trucking course on recognizing human trafficking, and the hunger banquet.

**UNFINISHED BUSINESS**

None

**PRESENTATIONS**

VP Mitchell recognized Kim & Todd Engstrom for their FIRST CLASS campaign donation to renovate a biology classroom, with Todd saying this is in the spirit of his dad who helped found Valencia College.

January 21, 2020

Dean Murgo and Professor Tom Waller introduced the Model UN students, who shared information about themselves and their experiences.

### Student Spotlight

Aaron Murray, first year student and current president of Black Male Achievers, said he is here to build relationships and plans to transfer to university for study in music education.

### **NEW BUSINESS**

#### ***Approval of Consent Agenda***

2. Attorney Invoice – October and November  
Authorize payment of invoices as presented.
3. Sponsored Programs – Provider  
Authorize funding for the awards and contracts as presented.
4. Architect Invoices  
Authorize payment of architectural invoices as presented.
5. Human Resources Report  
Approve the report as presented.

Chair Lamb asked if there were any questions, with none received.

**MOTION:** Trustee Grant                      **SECOND:** Trustee Moore  
Motion passed unanimously.

#### ***TCC Foundation***

6. TCC Foundation Update  
VP Mitchell reminded Trustees of upcoming events, including our first Public Safety Banquet.  
None required. Report provided for information only.
7. Policy Manual Changes – Art  
VP Mitchell and Dean Woodard presented our comprehensive art program policy and committee structure. President Murdaugh provided a courtesy copy of the procedures for this policy.

Approve policy as presented.

**MOTION:** Trustee Messersmith                      **SECOND:** Trustee Callaway  
Motion passed unanimously.

#### ***Academic Affairs***

8. Academic Curriculum Changes  
Chair Lamb asked if there were any questions, with none received.

That the Board approves the recommendation for the curriculum changes as attached.

**MOTION:** Trustee Moore                      **SECOND:** Trustee Messersmith  
Motion passed unanimously.

9. Revised 2019-2020 Dual Enrollment Articulation Agreements with County School Boards and Public Charter Schools  
Trustee Callaway verified the process students with disabilities use to receive accommodations.

That the Board approve the articulation agreements.

**MOTION:** Trustee Moore                      **SECOND:** Trustee Callaway  
Motion passed unanimously.

### **Administrative Services**

10. Construction Status Report  
Presented as an information item only.
  
11. Pre-qualification of Construction Managers Announcement  
Chair Lamb asked if there were any questions, with none received.  
  
Approve the initiation of the process to pre-qualify construction managers for the period of February 20, 2020 through February 19, 2021.  
**MOTION:** Trustee Messersmith **SECOND:** Trustee Callaway  
Motion passed unanimously.
  
12. Fund Analysis - December  
For information only, no Board action required.
  
13. Oyster Dome Licensing Agreement  
President Murdaugh asked that this item be pulled from the agenda.
  
14. Revenue Sharing Agreement  
President Murdaugh asked that this item be pulled from the agenda.

### **PUBLIC COMMENT**

None

### **WORKSHOP**

#### The Road to Community College Excellence

Provost Pumariega provided an overview of the Aspen Prize selection and application process. She stated the application includes completion outcomes, transfer outcomes, labor market outcomes, student learning, equity goals, institutional capacities and culture, etc.

### **PRESIDENT'S REPORT**

President Murdaugh said it is impressive that we were asked to complete the application.

Dean Gerald Jones shared a list of upcoming programs for Black History Month.

### **NEXT MEETING DATE**

Monday, February 17, 2020

Location: **Ghazvini Center for Healthcare Education**

### **ADJOURNMENT**

Meeting adjourned at approximately 3:58 p.m.

Minutes approved at the regular meeting of the District Board of Trustees on February 17, 2020.

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**Eugene Lamb, Jr.**  
**Chair**

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**Jim Murdaugh, Ph.D.**  
**President**

January 21, 2020



February 17, 2020

**M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

**FROM:** Barbara Wills, Ph.D.  
Vice President for Administrative Services and Chief Business Officer

**SUBJECT:** Attorney Invoice – December

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**Item Description**

Request for approval to pay invoice from Bryant Miller Olive, P.A. for legal services provided related to the collective bargaining process.

**Overview and Background**

The College engaged Bryant Miller Olive, P.A. for representation during the collective bargaining process.

**Past Actions by the Board**

The Board of Trustees approved the agreement for these services at the September 19, 2016 Board meeting

**Funding/ Financial Implications**

Funding is budgeted in Fund 1, the Current Unrestricted Fund. The current amount due is \$2,400 for the month of December 2019.

**Recommended Action**

Authorize payment of invoice as presented.



Tallahassee Community College  
 Barbara K. Wills, Chief Business Officer, Vice President for  
 Administrative Services  
 444 Appleyard Drive  
 Tallahassee, Florida 32304

Invoice Date: January 13, 2020  
 Invoice No. 71248  
 Client No. 25480.006

For professional services rendered in connection with Tallahassee  
 Community College - Labor and Employment - UFF Bargaining

Purchase Order No. PO-010844

Statement of Legal Services

		Hours	
12/04/2019	JCC Preparation for negotiations	0.50	
12/04/2019	JCC Travel to Tallahassee	3.50	No Charge
12/05/2019	JCC Conference client and attend UFF negotiations	8.00	
12/05/2019	JCC Travel to Miami	3.00	No Charge
12/06/2019	JCC Review wages and insurance language	0.70	
12/10/2019	DMH Review union proposals	0.40	
<b>Current Services</b>		9.60	\$2,400.00

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
James C. Crosland	9.20	\$250.00	\$2,300.00
Denise M. Heekin	0.40	\$250.00	\$100.00

Total Current Work	\$2,400.00
Previous Balance Due	\$13,267.00
Balance Due	\$15,667.00



Tallahassee Community College

Invoice Date: January 13, 2020  
Invoice No. 71248  
Client No. 25480.006

Please Reference Client Number On Checks And Wire Transfers

Mail Checks to:  
101 North Monroe Street, Suite 900  
Tallahassee, FL 32301  
850-222-8611 FEIN 59-1315801

Send wire transfers to Capital City Bank, ABA #063100688  
for credit to Bryant Miller Olive, Account #2132834901  
Thank you for your business



February 17, 2020

**M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

**FROM:** Barbara Wills, Ph.D.  
Vice President for Administrative Services and Chief Business Officer

**SUBJECT:** Human Resources Report

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**Item Description**

This item request Board approval for personnel actions.

**Overview and Background**

Pursuant to College Policy 04-06 and 04-17, the College brings forth a request to approve appointments, separations and outside employment.

**Past Actions by the Board**

Personnel actions are taken to the District Board of Trustees monthly. The Board has not addressed this item previously.

**Funding/ Financial Implications**

This item is funded by the 2019-2020 Operating Budget.

**Recommended Action**

Approve the report as presented.

**Original Appointments - Executive, Administrative, Managerial & Professional**

Name	Department	Effective Date
Pamela Johnston	Director, Student Services Student Affairs	January 2, 2020

**Original Appointments - Classified Staff**

Name	Position	Department	Effective Date
Consuela Hill	Staff Assistant I	Workforce Development	January 2, 2020
Raymond Watson	Landscaper	Facilities	January 2, 2020
Bryon Overton	Maintenance Computer Operations Specialist	Facilities	January 7, 2020
Kayretia Ingram	Call Center Representative	Call Center	January 13, 2020
Kelly Martin	Staff Assistant I	Science and Math	January 13, 2020
Melody Reeves	Call Center Representative	Call Center	January 13, 2020
Betsy Fry	Custodial Worker	Facilities	January 16, 2020
Carl Ross	Staff Assistant II	Facilities	January 21, 2020
Barbie Bourland	Senior Staff Assistant	Financial Aid	January 22, 2020

**Original Appointments - Faculty**

Name	Position	Department	Effective Date
<i>None to Report</i>			

**Original Appointments - Contracts & Grants**

Name	Position	Department	Effective Date
Chasity Ingram	Program Specialist I	DOE McKay Scholarship	January 2, 2020
Treveka Smith	Staff Assistant	DOE McKay Scholarship	January 2, 2020
Jiajing Huang	Psychometrician	DOE Test Development Center	January 6, 2020
Donna Moss	Career Development	Compass 100 DOC Jackson C.I.	January 13, 2020

**Re-Appointments (All Employees)**

Name	Position	Department	Effective Date	Prior Position
<i>None to Report</i>				

**Drop Retiree Participants (All Employees)**

Name	Position	Department	Enrollment Date	End Period
<i>None to Report</i>				

**Separations (All Employees)**

Name	Position	Department	Effective Date	Separation Type
Jeffrey Coleman	Math Faculty	Science and Math	December 31, 2019	Retired
Michele Edwards	Dental Health Faculty	Healthcare Professions	December 31, 2019	Retired
Eric Hall	Dining Services Shift Supervisor	FPSI Dining Services	January 2, 2020	Resigned
James Wright	Assistant Production Coordinator	Communications and Humanities	January 2, 2020	Resigned
Lori Livingston	Coordinator - Grant	Recruiting and K-12 Outreach	January 2, 2020	Dismissed
Matthew Simpson	Equipment Mechanic	Facilities	January 2, 2020	Resigned
Mercede Robinson	Office Manager	TCC Online	January 2, 2020	Dismissed
Bradley Lewis	Landscaper	Facilities	January 8, 2020	Resigned
Tamara Smith	Student Activities Coordinator	Student Services	January 8, 2020	Resigned
Latonia Artis	Program Specialist II	DOE Charter Schools	January 10, 2020	Resigned

Melissa Hyden	Office Manager	Center for Teaching, Learning and Leadership	January 10, 2020	Resigned
Emily Rattini-Reich	Assistant Director of Student Services & Chief Judicial	Disability Support Services	January 17, 2020	Resigned
Stephen Dunnivant	Dean	Business Industry Technology	January 17, 2020	Resigned
William Wiegand	Maintenance Technician II	Facilities	January 21, 2020	Resigned

**Outside Employment Requests (All Employees)**

Name	Position	Department	Employer	Position
Bret Ingerman	VP for Information Technology	Information Technology	Varies	Consultant
Harold Lemond Hall	Director of TCC Online	Academic Affairs	FL. High School Athletic Association	Athletic Official
Merry Low	Program Coordinator	Learning Commons	South Point Church	Music/Band Leader
Nyla Davis	Director of Human Resources	Human Resources	Shipt	Personal Shopper
Robert Billet	Assistant Professor	Science and Math	FSU	Teacher
Sarah MacPherson	Assistant Professor	Behavioral, Social Science & Education	FSU	Teacher
Shekitta Allen	Communications Specialist	Learning Commons	Flagler College	Adjunct Instructor
Treveka Smith	Staff Assistant	Department of Education - McKay Scholarship Program (Grant)	Seasoned Relaxation Center	Director/Owner

**Seeking to Hold Political Office Request (All Employees)**

<i>None to Report</i>				
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February 17, 2020

## MEMORANDUM

**TO:** Jim Murdaugh, Ph.D.  
President

**FROM:** Barbara Wills, Ph.D.  
Vice President for Administrative Services and Chief Business Officer

**SUBJECT:** Sponsored Programs – Provider

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### Item Description

This item requests that the Board approve the receipt of funding for the listed projects.

### Overview and Background

The following are recommended for approval.

#### I. Receipt, Amendment, Extension of Resources

##### Leon County – Leon County Tourism Development Sports Event Grant

This award provides support for the Baseball Diamond Classic. The amount of this award is \$1,499, with an indirect cost rate of 0%.

##### Leon County – Leon County Tourism Development Sports Event Grant

This award provides support for the Men's Courtyard Classic. The amount of this award is \$1,499, with an indirect cost rate of 0%.

##### Florida Department of Education – Carl D. Perkins Postsecondary Vocational Education Program – Amendment 1

This amendment increases the award by \$23,012 providing for student certification exams, test preparation, and a pediatric simulator. The amount of the award is now \$320,591 including indirect cost rate of 5%. The funding period is from 7/1/2019 through 6/30/20.

#### II. Commitments, Expenditures, Contracts for Service

None at this time

### Past Actions by the Board

##### Florida Department of Education – Carl D. Perkins Postsecondary Vocational Education Program

Approved at the October 2019 Board of Trustees meeting.

**Funding/ Financial Implications**

The above projects are established in Fund 2, Restricted Accounts.

**Recommended Action**

Authorize funding for the awards and contracts as presented.



February 17, 2020

**M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

**FROM:** Barbara Wills, Ph.D.  
Vice President for Administrative Services and Chief Business Officer

**SUBJECT:** Sponsored Programs – Fiscal Agent

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**Item Description**

This item requests that the Board approve the receipt of funding for the listed projects.

**Overview and Background**

The following are recommended for approval.

**I. Receipt, Amendment, Extension of Resources**

Florida Department of Education – Postsecondary Assessment FY 19-21 – Amendment 3

This amendment reduces salaries and provides an allocation for grant-funded employees to participate in TCC's Tuition Reimbursement and other professional development opportunities. The total budget remains \$802,603 and there is no impact on the deliverables of the grant.

Florida Department of Education – Holocaust Education Task Force FY19-20

TCC will provide the support of activities related to the Holocaust Education Task Force committee members including travel reimbursement and subgrants to designated sites. The contract amount is for \$92,857.89 with an indirect cost of 0%.

**II. Commitments, Expenditures, Contracts for Service**

None at this time.

**Past Actions by the Board**

Florida Department of Education – Postsecondary Assessment FY 19-21

Approved at the August 2019 Board of Trustees meeting.

**Funding/ Financial Implications**

The above projects are established in Fund 2, Restricted Accounts.

**Recommended Action**

Authorize funding for the awards and contracts as presented.



February 17, 2020

**M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

**FROM:** Heather Mitchell  
Vice President for Institutional Advancement and Executive Director of the TCC  
Foundation

**SUBJECT:** TCC Foundation Update

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**Item Description**

The following is an update of the events planned and initiatives & activities undertaken by the TCC Foundation.

**Overview and Background**

Attached is a report of funds raised by the TCC Foundation to date for the current fiscal year. The report includes a summary of total funds received, giving summary by designated area, number of donors and number of gifts.

**Past Actions by the Board**

The District Board of Trustees receives a Foundation update at every Board Meeting.

**Funding/ Financial Implications**

There are no Funding/Financial implications arising from this standard monthly report.

**Recommended Action**

None required. Report provided for information only.

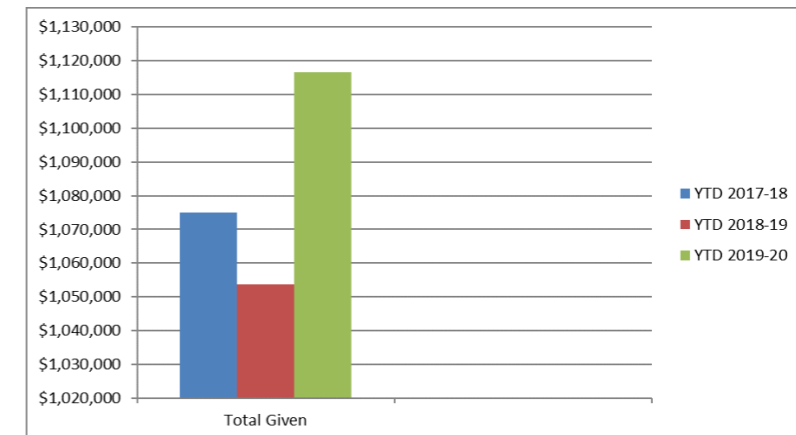
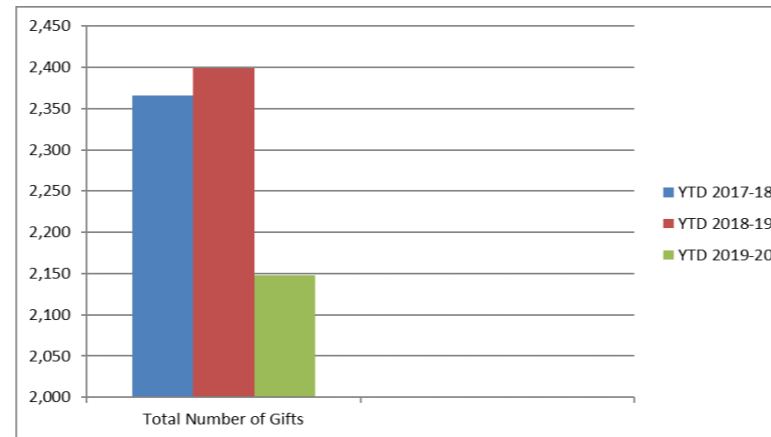
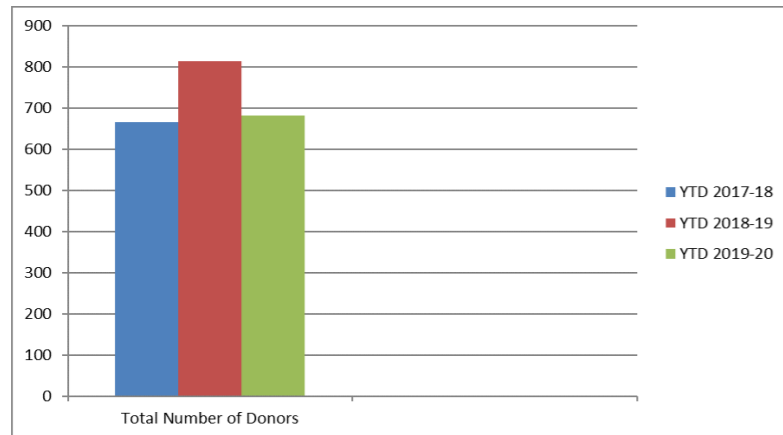


# TCC Foundation - Financial Update FY 19/20

## July - January 30

TCC Foundation		YTD 17/18	YTD 18/19	YTD 19/20
		<b>Total Received</b>	\$1,075,029	\$1,053,643
	<b>Scholarship amount</b>	\$439,338	\$348,886	\$492,124
	<b>Program support amount</b>	\$387,456	\$426,387	\$337,046
	<b>Facility support amount</b>	\$152,421	\$172,663	\$170,840
	<b>Unrestricted support amount</b>	\$95,814	\$105,707	\$116,652
	<b>Number of Donors</b>	666	815	683
	<b>Number of Gifts</b>	2,366	2,399	2,148
	<b>Net assets of the TCC Foundation</b>	\$19,628,292	\$17,350,313	\$17,937,140

TCC Foundation		YTD 17/18	YTD 18/19	YTD 19/20
		<b>Cash</b>	\$1,048,479	\$980,203
	<b>Gift in Kind</b>	\$26,550	\$73,440	\$32,000
	<b>Planned Gifts</b>	\$0	\$0	\$55,000
	<b>Total Raised - Pledges Received</b>	\$21,500	\$104,893	\$129,266
	<b>Grants Received</b>			25 grants total \$5,674,124
	<b>Grants Applied For</b>			15 grants total \$26,208,624
	<b>Pledges Expected by 6/30/2020</b>			\$521,178





February 17, 2020

**M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

**FROM:** Barbara Wills, Ph.D.  
Vice President for Administrative Services and Chief Business Officer

**SUBJECT:** Pre-Qualification of General Contractors

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**Item Description**

This item requests District Board of Trustees approval of the list of General Contractors prequalified to bid on TCC construction projects estimated to cost up to \$2 million dollars for the period of January 1, 2020 to December 31, 2020.

**Overview and Background**

The District Board of Trustees approved a process that required general contractors to meet specific criteria before being invited to bid on TCC renovation, remodeling or new construction projects within the threshold amounts. These criteria are outlined in Section 4.1(9) of the State Requirements for Educational Facilities and related Florida Statutes.

The College received complete and acceptable submittals from 13 contractors as a result of its Request for Qualifications (RFQ). Based on the criteria outlined in the RFQ, the submittals were evaluated by a knowledgeable committee consisting of the College's Director of Facilities, Planning and Construction; the College's Construction Manager and the College's Facilities Administrator.

Based on the documentation submitted, the following 10 general contractors meet the minimum requirements set by the College and are recommended for approval to be eligible to submit bid proposals for projects scheduled during the upcoming year.

Allstate Construction, Inc.  
Childers Construction Co.  
Cook Brothers, Inc.  
CSI Contracting, Inc.  
Culpepper Construction  
Hydra Engineering & Construction  
Mad Dog Construction  
RAM Construction & Development  
Riley Palmer Construction Company, Inc.  
Rippee Construction

**Funding/ Financial Implications**

Construction projects will be funded by PECO funds, TCC local funds, or other funds as approved by the Board of Trustees.

**Past Actions by the Board**

The District Board of Trustees last approved the list of pre-qualified general contractors on January 28, 2019.

**Recommended Action**

Approve the recommended list of pre-qualified general contractors for the period of January 1, 2020 to December 31, 2020



February 17, 2020

**M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

**FROM:** Barbara Wills, Ph.D.  
Vice President for Administrative Services and Chief Business Officer

**SUBJECT:** Recommendation for Architectural Services

---

**Item Description**

This item requests District Board of Trustees approval of the recommended list of Architects selected in response to RFQ 2020-02.

**Overview and Background**

The District Board of Trustees previously approved Tallahassee Community College policy 11-09 for the selection of professional services, in accordance with referenced Florida Statutes and State Requirements for Educational Facilities. This procedure is for selection of Architectural services for Gadsden, Leon and Wakulla Counties.

The college advertised for Architectural Services on November 18, 2019 and received submittals on December 16, 2019. The evaluation committee consisted of the College's Director of Facilities, Planning and Construction; the College's Construction Manager and the College's Facilities Administrator.

Ten qualified proposals were received from Architects operating in TCC's tri-county area. The evaluation team utilized the criteria outlined in the attached RFP to make the final recommendations. Based on the documentation submitted, the following Architectural firms scored 90 or greater and are recommended for approval. To ensure equality, the firms recommended below have agreed to standardized hourly fees and will be assigned to projects on a rotational basis.

Architects| Lewis + Whitlock  
BKJ, Inc. Architecture  
CRA Architects  
DAG Architects Inc.  
Fitzgerald Collaborative Group, LLC

**Funding/ Financial Implications**

Construction projects will be funded by PECO funds, TCC local funds, or other funds as approved by the Board of Trustees.

**Past Actions by the Board**

The District Board of Trustees approved the last Architectural Services RFQ 2017-03 recommendations on February 20, 2017.

**Recommended Action**

Approve the recommended list of Architects as presented.

# Tallahassee Community College

Request for Qualifications (RFQ)

For

ARCHITECTURAL SERVICES FOR MINOR CONSTRUCTION,  
RENOVATION AND REMODELING PROJECTS

RFQ 2020-02



Applications Due – December 16, 2019 – 1:45 p.m. EST

Applications Opening December 16, 2019 – 2:00 p.m. EST

<http://www.tcc.fl.edu/purchasing>

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## GENERAL CONDITIONS

**Proposers:** To ensure acceptance of the proposal, follow these instructions.

**SEALED PROPOSALS:** The number of the proposal and the date of opening shall be shown on the envelope/box containing each proposal. Proposers are requested to show their name and address on the envelope/box. All proposals are subject to the terms and conditions specified herein and on the attached proposal documents.

Completed proposal must be submitted in a sealed envelope/box. **Telegraphic (fax, e-mail, telephone, telegraph) proposals will not be accepted.**

1. **EXECUTION OF PROPOSAL:** Proposals must contain an original manual signature of an authorized representative. Failure to properly sign the proposal may invalidate same, and it may not be considered for award. All proposals must be completed either handwritten in ink or typewritten. No erasures are permitted. If a correction is necessary, draw a single line through the entered information and enter the corrected information above it. Corrections must be initialed by the person signing the proposal. Any illegible entries, pencil proposals or corrections not initialed may not be considered. The original conditions and specifications cannot be changed or altered in any way. Altered proposals will not be considered. Clarification of proposals submitted shall be in letterform, signed by proposers and attached to the proposal.
2. **NUMBER OF COPIES:** Proposers shall submit four (4) complete sets (one (1) original and three (3) copies along with two (2) electronically on separate USB flash media in PDF format. The USB's **must** be identical to the original proposal with all original signatures and all supporting documentation, in a sealed envelope/box marked as stated in the Proposal Submission clause. This quantity is required so that a full and complete copy of your proposal can be provided to each member of the evaluation committee. Please review the data on the USB's prior to submittal to TCC.
3. **PROPOSAL PREPARATION COSTS:** The College shall not be liable for any expenses incurred in connection with the preparation of a response to this RFQ.
4. **PROPOSAL SUBMISSION:** The College will receive proposals at the Purchasing Office. The outside of the sealed envelope/box must be identified as follows:
  - Proposer's name
  - Return address
  - RFQ number and title
  - Due date and time



5. **DUE DATE AND TIME:** The date and time will be carefully observed. Proposals received after the specified date and time shall be returned unopened. The College will not be responsible for late deliveries or delayed mail. The time stamp located in the Purchasing Office shall serve as the official authority to determine lateness of any proposal.

**Receipt of the proposal in the Purchasing Department after the date and time specified due to failure by the proposer to provide the above information on the outside of the envelope/box shall result in the rejection of the proposer's proposal.**

The proposer may submit the proposal in person or by mail/courier service. The College cautions proposers to assure actual delivery of mailed or hand delivered proposals prior to the deadline set for receiving proposals. Confirmation of receipt of proposal can be made by calling the College Purchasing Office at 201-6088.

6. **SUPPLIER REGISTRATION REQUIREMENTS:** Proposers who obtain RFQ documents from other sources must officially register with the College's Purchasing Office in order to be placed on the mailing list for any forthcoming addenda or official communications. The College shall not be responsible for providing addendums to proposers who receive RFQ documents from other sources.

Failure to register as a prospective proposer may cause your proposal to be rejected as non-responsive if you have submitted a proposal without an addendum acknowledgement for the most current and/or final addendum.

Prior to the award of this solicitation, supplier(s) must be registered in TCC's Workday Supplier database. If you previously submitted these forms and received your **TCC Workday Supplier ID** number, you will not need to re-submit, just reference this number on the **Proposal Response Form**. **Example of a Workday Supplier ID is SU 000000123**

If you are not a registered TCC vendor, you will need to complete our online TCC Vendor Application Form and W-9 at:  
<http://www.tcc.fl.edu/about/college/administrative-services/purchasing/vendor-information/#>

These forms are submitted electronically which protects your information. Once your forms have been submitted and information has been processed by Purchasing, you will receive an e-mail containing your TCC Supplier ID Number.

If you are unsure about your registration status in TCC's database, please E-mail and include your company name.

7. **DELAYS:** The College, at its sole discretion, may delay the scheduled due dates indicated above if it is to the advantage of the College to do so. The College will notify Proposers of all changes in scheduled due dates by written addendum.

8. **REVISIONS AND AMENDMENTS:** The right is reserved, as the interest of the College may require, to revise or amend the specifications or drawings or both prior to the date set for opening of RFQ, such revisions and amendments, if any, will be announced by an addendum to the RFQ. In such cases the addendum will include an announcement of the new RFQ opening date. The proposers shall acknowledge receipt of all addenda by signing, dating, and returning the acknowledgment page of the addendum with their proposal.
9. **CONFLICT OF INTEREST:** The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All proposers must disclose with their proposal the name of any officer, director, or agent who is also an employee of the College. Further, all proposers must disclose the name of any Board employee who owns, directly or indirectly, an interest of five percent (5%) or more in the proposer's firm or any of its branches.
10. **DISQUALIFICATION:** Any or all proposals will be rejected if there is reason to believe that collusion exists between proposers. Proposals in which the prices obviously are unbalanced will be subject to rejection.
11. **PROPOSAL WITHDRAWAL:** Proposers may withdraw their proposals by notifying the College in writing at any time prior to the time set for the proposal deadline. Proposers may withdraw their proposals in person or through an authorized representative. Proposers and authorized representatives must disclose their identity (company business card and driver's license) and provide a signed receipt for the proposal. Once opened, proposals become the property of the College and will not be returned to the proposers.
12. **POSTING OF RESULTS:** Proposal tabulations with recommended awards will be posted for review by interested parties in the TCC Purchasing Office on or about January 2<sup>nd</sup> and will remain posted for a period of 72 hours.  
  
The College will also post all recommended awards and addenda and materials relative to this procurement on the State of Florida's Vendor Bid System (VBS) [http://myflorida.com/apps/vbs/vbs\\_www.main\\_menu](http://myflorida.com/apps/vbs/vbs_www.main_menu) and the College's purchasing website: [www.tcc.fl.edu/purchasing](http://www.tcc.fl.edu/purchasing). **Interested parties are responsible for monitoring these sites for new or changing information relative to this procurement.**
13. **PROTEST OF SOLICITATIONS SPECIFICATIONS PROCEDURE:** Tallahassee Community College Procedure for Contract Solicitation or Award Bid Protest procedures may be obtained from the TCC Purchasing Office or accessed by going to the TCC Purchasing website using this link:  
  
<https://www.tcc.fl.edu/media/divisions/administrative-services/purchasing/TCC-Bid-Protest-Procedures.pdf>
14. **ADDITIONAL INFORMATION:** No additional information may be submitted, or follow-up performed by any proposer after the stated due date of a formal presentation to the evaluation committee, unless specifically requested by the College.

15. **PUBLIC RECORDS**: Upon award or ten (10) days after opening, whichever is earlier, proposals become “public records” and shall be subject to public disclosure consistent with chapter 119.07(3) (m), Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the proposal, and must identify the data or other materials to be protected, and must state reasons why such exclusion from public disclosure is necessary. Any financial statements that are submitted are exempt from becoming public record [FS 119.07(3)(t)].
16. **INQUIRIES/INTERPRETATIONS**: All proposers shall carefully examine the RFQ documents. Proposers are expected to examine the terms and conditions, specifications, scope of work, delivery schedule, proposal prices, extensions and all instructions pertaining to supplies and services. Any interpretation of or changes to the RFQ will be made in the form of a written addendum to the RFQ and will be furnished to all proposers.  
  
Such inquiries regarding this RFQ must be submitted in writing via email to the College’s Purchasing Assistant, Ed Tolliver at tollivee@tcc.fl.edu. The College will provide written answers via email to the questions in the form of a written addendum to all proposers who have received the RFQ. The College will not be responsible for any oral instructions made by any employee(s) of the College in regard to this RFQ.
17. **PUBLIC OPENING/EVALUATION**: Proposals shall be publicly opened, proposers name read and recorded on the date and time specified herein unless changed by addendum. All proposals received after the specified time will not be considered and will be returned to the proposer. Fax, e-mail, telegraph or telephone proposals will not be accepted. A proposal may not be altered after the opening of the proposals. Upon receipt of proposals, an evaluation committee if required will select qualified candidates based on criteria contained herein. The evaluation committee may contact qualified responders to give oral presentations after the initial review of all proposals.
18. **ACCURACY OF PROPOSAL INFORMATION**: Any proposer which submits in its proposal to the College any information which is determined to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration.
19. **ADVERTISING**: In submitting a proposal, the proposer agrees not to use the results there from as a part of any commercial advertising unless permission in writing is granted by the College.
20. **CANCELLATION**: In the event the contractor violates any of the provisions of this proposal, the Board shall give written notice to the contractor stating the deficiencies and unless deficiencies are corrected within ten (10) days, recommendation will be made to the board for immediate cancellation. Tallahassee Community College reserves the right to terminate any contract resulting from this pre-qualification at any time and for any reason, upon giving thirty (30) days written notice to the other party.

21. **TERMINATION**: If a contract is awarded as a result of this RFQ and is terminated or cancelled within the first year of the contract period, the College may elect to negotiate & award a new contract to the next ranked proposer or to issue a new RFQ, whichever is determined to be in the best interest of the College.

The supplier will serve at the will and pleasure of the College. Either party may cancel the contract with thirty (30) days advanced written notice. However, at the College's sole option, a termination for convenience by the College may be effective immediately and may apply to delivery orders (if applicable) or to the contract in whole. The College shall be liable for goods or services delivered and accepted. In the event of termination by either party, the supplier will have, in no event, any claim against the College for lost profits or compensation for lost opportunities. After a receipt of a Termination Notice and except as otherwise directed by the College, the supplier shall:

- Stop orders/work on the date and to the extent specified.
- Terminate and settle all orders and/or sub-contracts relating to the performance of the terminated work. All costs incurred for canceled projects will be billed to the College.
- Transfer all work in progress, completed work, and other materials related to the terminated work as directed by the College.
- Continue and complete all parts of the work that have not been terminated.

22. **PUBLIC ENTITY CRIMES**: A person or affiliate who has been placed on the convicted Supplier list following a conviction for a public entity crime may not submit a proposal or a contract to provide any goods or services to a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded work or perform work as a contractor, supplier, sub-proposer or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statutes, Chapter 287 for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted Supplier list.

**Note: By signing the proposal, the Supplier attests they have not been placed on the convicted Supplier list.**

23. **ACCEPTANCES AND REJECTION**: The College reserves the right to reject all proposals, to waive any informalities and technicalities, and to solicit and re-advertise for new proposals, or to abandon the project in its entirety. The College reserves the right to make the award to that proposer who, in the opinion of the College, will be in the best interest of and/or the most advantageous to the College. The College reserves the right to reject the proposal of any Supplier who has previously failed in the proper performance of an award or to deliver on time contracts, or who, in the College's opinion, is not in a position to perform properly under this award. The College reserves the right to inspect all facilities of proposer's in order to make a determination as to the foregoing.

24. **FAMILIARITY WITH LAWS**: All proposers are required to comply with all Federal, State, and Local laws, codes, rules and regulations controlling the action or operation of this RFQ. Relevant laws may include, but are not limited to: The Americans with Disabilities Act of 1990, Office of Education 6A-14, State Requirements for Educational Facilities (SREF), Florida Statute 1013 (K-20) Education Code (Educational Facilities), OSHA regulations, and all Civil Rights legislation.
25. **EQUAL OPPORTUNITY**: The College is committed to complying with all laws prohibiting discrimination on the basis of race, color, religion, age, disability, marital status, national origin, and gender. The proposer agrees to make no distinction in its employment practices on the basis of race, color, religion, age, sex, marital status, or national origin and neither shall discriminate against any qualified person with disabilities in such practices. Proposer agrees to adhere to any and all applicable State and Federal Civil Rights Laws.
26. **ANTI-DISCRIMINATION**: The proposer certifies that he or she is in compliance with the non-discrimination clause in Section 202, Executive Order 11246, as amended by executive order 11375, relative to equal employment opportunity for all persons without regard to race, color, religion, sex or national origin.
27. **AFFIRMATION**: By submission of a proposal, the proposer affirms that his/her proposal is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment or services, and is in all respects fair and without collusion or fraud. **Proposer agrees to abide by all terms and conditions of this RFQ and the resulting contract. No outside terms and conditions will be considered unless approved by the College.**
28. **RENEWAL**: Renewal Option,   X   YES    NO: If yes, the terms in this RFQ will automatically renew for one (1) year increments for up to an additional two years unless terminated, with 30 day's written notice, by either party.
29. **INDEMNIFICATION**: To the fullest extent permitted by law, the proposer shall indemnify, hold harmless and defend the College, its Trustees, officers, agents, servants, and employees, from and against all claims, damages, losses, and expenses including, but not limited to, attorneys' fees and other legal costs such as those for paralegal, investigative, and legal support services, and the actual cost incurred for expert witness testimony, arising out of or resulting from the performance of services required under this Contract, provided that same is caused by the negligence, recklessness, or intentional wrongful conduct of the proposer or other person utilized by the proposer in the performance of the work. Nothing herein shall be deemed to affect the rights, privileges, and immunities of the College as set forth in Section 768.28, Florida Statutes.

The proposer, without exemption, shall indemnify and hold harmless the College, its employees and/or any of its Board of Trustees Members from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or non-patented invention, process or item manufactured by the proposer. Further, if such a claim is made or is pending, the proposer may, at its

option and expense, procure for the College the right to use, replace or modify the item to render it non-infringing. If none of the alternatives are reasonably available, the College agrees to return the article, on request, to the proposer and receive reimbursement. If the proposer used any design, device or materials covered by letters, patent or copyright, it is mutually agreed and understood, without exception, that the proposal prices shall include all royalties or cost arising from the use of such design, device or materials in any way involved in the work.

30. **VERIFICATION OF EMPLOYMENT:** In accordance with State of Florida Office of the Governor Executive Order Number 11-02, the firm shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all persons employed during the contract term by the firm to perform employment duties within Florida and all persons (including sub-consultants) assigned by the firm to perform work pursuant to the contract with Tallahassee Community College.
31. **SPECIAL CONDITIONS:** Any and all special conditions and specifications attached here to which vary from these general conditions shall have precedence.
32. **INVOICING AND PAYMENT:** Payment will be made by the College in accordance with the Administrative Procedures defined by the College. All Architect invoices must be Board approved prior to payment.
33. **SUBMITTAL:**  
Proposals must be submitted by December 16, 2019 at 1:45 p.m.  
Proposal Number: RFQ 2020-02  
Proposals will be opened December 16, 2019 at 2:00 p.m.  
Proposals Will Be Opened in the TCC Purchasing, Building MR 57  
  
**Tallahassee Community College**  
**444 Appleyard Drive**  
**Purchasing Department, Building MR 57**  
**Tallahassee, Florida 32304-2895**
34. **PRE-PROPOSAL CONFERENCE:** A pre-proposal conference will not be held.
35. **PURCHASING AGREEMENTS WITH OTHER PUBLIC AGENCIES:**
  - A. All proposers submitting a response to this RFQ agree that such response also constitutes an offer to all public entities within the State of Florida under the same conditions, for the same price, and for the same effective period, should the proposer feel it is in their best interest to do so.

Each public agency desiring to accept these proposals, and make an award thereof, shall do so independently of any other public agency. Each agency shall be responsible for its own purchases and each shall be liable only for materials and/or services ordered and received by it, and no agency assumes any liability by the virtue of this RFQ.

36. **SCHEDULE OF RFQ EVENTS:**

Date	Time	Description
November 18, 2019		Release of RFQ to Public, Posted on VBS & TCC Purchasing Website
November 25, 2019	5:00 p.m.	Last Day for Written Inquiries and Notice of Intent to Propose
December 3, 2019		Anticipated Date that answers to Written Inquiries will be posted on VBS & TCC Purchasing website
December 16, 2019	1:45 p.m.	Proposals Due
December 16, 2019	2:00 p.m.	Proposal Opening
December 17, 2019		Anticipated Commencement of Proposal Evaluations
January 2, 2020	10:00 a.m.	Committee review of Proposals – Support Services Building Room 106
January 2, 2020		Committee results posted to VBS and TCC Purchasing Website
January 21, 2020		Anticipated TCC Board of Trustees approval

## **PROPOSAL SPECIFICATIONS / SPECIAL CONDITIONS**

### **1. SCOPE OF SERVICES SOUGHT**

#### **A. Background**

1. Since 1966, Tallahassee Community College has offered high-quality post-secondary education for the citizens of Leon, Gadsden and Wakulla counties, along with students from throughout the state, nation and abroad. With excellent academic support and classroom facilities and Web-based classes, TCC offers a variety of instructional methods to ensure student success.

The College has grown from one building and 698 students in 1966 to become an important provider of post-secondary education within Gadsden, Leon and Wakulla counties with more than 14,000 students. In addition to providing service to the three-county area, the College is the institution of choice for many academically talented students in the state. The College's athletic teams, the Eagles, enjoy a high level of achievement in men's and women's basketball, baseball, and softball.

#### **B. Overview**

1. The Tallahassee Community College (College) invites proposals to provide architectural / engineering services for minor construction, renovation and remodeling projects as per Section 287.055, Florida Statutes. The selected firms will provide professional services for each individual project up to \$2,000,000 and for each individual study up to \$200,000 for a term not to exceed three years.

#### **C. Statement of Purpose**

1. The Request for Proposal (RFQ) is issued for the purpose of soliciting proposals from qualified architectural firms to provide architectural / engineering services for minor construction, renovation and remodeling projects at all sites of Tallahassee Community College.
2. TCC intends to select three firms for projects on Main Campus and other Leon County locations, Gadsden and/or Wakulla County locations. Work will be assigned on a rotating basis. The firms must be licensed general architects in the State of Florida and meet all other requirements as may be required by law.

#### **D. Term of Contract**

##### **1. Contract duration**

- a. It is anticipated that the initial term of any Contract Agreement resulting from this RFQ shall be for one (1) year. If it is deemed to be in its best interest, the College has the option, not the obligation, to renew the contract. The renewal shall be on a yearly basis of not more than two



additional (2) years, predicated on satisfactory performance by the firm during the initial term. This contract may be canceled anytime by either party subject to a thirty (30) day written notice.

- b. **NOTE: The effective start date of the contract resulting from this RFQ will be as mutually agreed upon.**

## **EVALUATION PROCESS**

### **1. EVALUATION METHOD:**

1. An Evaluation Committee composed of TCC staff members, selected by the College's Vice President for Administrative Services, will provide the initial evaluation of all responses and make a recommendation which will be in the best interests of the College. The District Board of Trustees shall make the final award(s).
2. The College shall be the sole judge of its own best interests, the proposals, and approval of the resulting contract. The College's decisions will be final.
3. The evaluation committee will evaluate all responsive written proposals to determine which proposals best meet the needs of the College based on the evaluation criteria.

### **2. NON-RESPONSIVE PROPOSALS:**

1. Non-responsive proposals will be rejected by the Purchasing Department, and will not be distributed to the evaluation committee for consideration. Additionally, the evaluation committee may determine that required submittals/documentation is so inadequate as to be determined to be non-responsive. Non-responsive proposals may include, but are not limited to the following:
  - Failure to sign the proposal
  - Failure to acknowledge addenda
  - Failure to provide required submittals/documentation
  - Submission of a late proposal
  - Submission of a proposal that contains conflicting terms and conditions than those listed by the College
  - Proposer does not meet minimum requirements

### **3. STATEMENT OF QUALIFICATION:**

- A. To insure that all RFQ's are fairly evaluated, scored and ranked, it is very important that the RFQ's are prepared according to the prescribed format. Failure to follow this requirement may result in the disqualification of your proposal.

#### 4. **PROPOSAL CRITERIA**

##### **A. Evaluation Criteria / References**

The total amount of points recorded shall be utilized in the evaluation of the written proposal's presentations. The Selection Committee may choose to use consensus scoring in the initial review/evaluation of the written proposals in order to develop a smaller number of proposals to be afforded extensive individual and collective review.

##### **B. Evaluation Criteria for Written Proposals**

The following shows the maximum number of points that may be awarded for each part of the submitted Proposal:

1. Adequacy of-Management Staff (5 points)  
Is the firm staffed to conduct operations in a business-like manner?
2. Adequate Technical Staff (10 points)  
Does the firm have registered professional personnel in appropriate disciplines?
3. Current and Projected Workload (5 points)  
Does the firm's workload appear to be reasonable for its size?
4. Experience in Similar Work (20 points)  
Has the firm had adequate experience in postsecondary educational facilities design and construction?
5. Current Location (10 points maximum)  
Is the firm presently located in relatively close proximity to the college?  
Location:      Leon, Wakulla, Gadsden      - 10 points  
                         State of Florida                      - 5 points  
                         All others    - 1 point
6. Understanding of scope (10 points)  
Does the firm have a good understanding of a college Capital Improvement Program (CIP) for renovation projects?
7. Innovative Approaches (5 points)  
Does the firm's design work reflect incorporation of innovative concepts? Explain and/or provide an example.
8. Financial Condition/Fee Structure (10 points)  
Is the firm's financial condition satisfactory? What has been the firm's fee schedule for service, hourly design rates and project fees for services?
9. Written References (20 points)  
Past performance evaluation from representative clients.
10. Minority Status (5 points)  
Is the firm a certified minority company? Are any of your planned sub-consultants' minorities?

Failure to provide information required in this response portion of the RFQ packet shall result in a score of zero (0) for that portion of the evaluation.

**C. Mandatory Requirements:**

1. Letter of Intent - (Tab 1)
2. Proposer's Business/Corporate Background – (Tab 2)
3. Proposer's Financial Statement (Tab 3)
4. Staffing and Personnel - (Tab 4)
5. Educational Architectural Experience - (Tab 5)
6. Proposal Response Form (Tab 6)
7. Proposal Certification (Tab 7)
8. Drug Free Work Place – (Tab 8)
9. Minority and Business Owned Declaration Form – (Tab 9)
10. Addendum Acknowledgement Form – (Tab 10)

**Items shown above are required to be submitted with your bid and failure to do so will result in disqualification.**

## **INSURANCE REQUIREMENTS**

### **1. REQUIREMENTS:**

During the performance of the services under this contract, architect shall maintain the following insurance policies reflecting at least the minimum amounts and conditions as follows:

#### **A. Minimum Limits:**

1. General Liability Insurance with all of the following:
  - a. Bodily injury limits of not less than \$1,000,000 for each occurrence/\$2,000,000 aggregate
  - b. Property damage limits of not less than \$1,000,000 for each occurrence/\$2,000,000 aggregate
2. Automobile Liability Insurance with all of the following:
  - a. Bodily injury limits of not less than \$500,000 for each person
  - b. Not less than \$500,000 for each incident
  - c. Property damage limits of not less than \$500,000 for each accident
3. Workers' Compensation Insurance in accordance with statutory requirements, as well as the following:
  - a. Employer's liability insurance with limits of not less than \$100,000 for each accident
  - b. \$100,000 for each disease
  - c. \$500,000 aggregate
4. Professional Liability, when applicable for services provided, not less than \$1,000,000 per occurrence/\$2,000,000 aggregate

#### **B. Conditions:**

1. Policies must be written by an insurance company authorized to do business in Florida.
2. Policies other than Worker's Compensation shall be issued only by companies authorized by maintaining certificates of authority issued to the companies by the Department of Insurance of the State of Florida to conduct business in the State of Florida and which maintain a rating of "A-" or better and a Financial Size Category of "VII" or better according to the A.M. Best Company. Policies for Worker's Compensation may be issued by companies authorized as a group self-insurer by Florida Statute 440.57.

3. The College's Purchasing Director/Risk Manager may verify ratings at A.M. Best's website: [www.ambest.com/](http://www.ambest.com/) (regarding item 1B2 above)
4. Deductible amounts shall not exceed 5% of the total amount of required insurance in each category. Should any policy contain any unusual exclusion, said exclusions shall be so indicated on the Certificate(s) of Insurance.
5. Architect shall furnish the College Certificates of Insurance that shall include a provision that policy cancellation, non-renewal or reduction of coverage will not be effective until at least thirty (30) days written notice has been made to the College.
6. Architect shall include the College as an additional insured on the General Liability and Automobile Liability insurance policy required by the contract. All of the architect's sub-consultants shall be required to include the College and architect as additional insured on their General Liability insurance policies.
7. If an "ACCORD" Certificate of Liability Insurance form is used by the architect's insurance agent, the words "endeavor to" and "... but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives" in the "cancellation" paragraph of the form shall be deleted.
8. The contractor shall not commence work under this contract until all insurance required as stated herein has been obtained and the College has approved such insurance.
9. "Claims made" insurance policies are not acceptable.

2. **MISREPRESENTATION:**

Misrepresentation of any material fact, whether intentional or not, regarding the proposer's insurance coverage, policies or capabilities may be grounds for rejection of the proposal and rescission of any ensuing contract.

3. **GOVERNMENTAL ENTITIES:**

In the event the proposer is a governmental entity, different insurance requirements may apply.

## INSTRUCTIONS FOR PREPARING PROPOSALS

### 1. PROPOSAL FORMAT:

#### A. For ease of evaluation:

1. It is suggested that a 3-ring binder be used
2. The proposal should be submitted on 8 ½ x 11 paper
3. Portrait Orientation
4. With headings and sections numbered
5. The sections should be separated by using divider tabs for easier reference
6. Ensure all information is typewritten
7. Information loaded onto the USB must be identical to the information shown on the original copy of the bid and be in the same format.

#### B. The proposal should be divided by tabs into sections with references to parts of the RFQ done on a section-by-section basis.

### 1. PROPOSAL SUBMITTAL:

#### A. Proposal Submission Requirements – Mandatory

##### Tab 1 - Letter of Intent

This letter will summarize in a brief concise manner, the proposer understands the Scope of Work and make a positive commitment to perform the work/service in a timely manner. The letter must be signed by an official authorized to make such commitments and enter into a contract with the College. The letter must indicate the official's title or authority. The letter should not exceed two (2) pages in length. **Information on the proposed project team identifying each team member**, skills, background, technical achievements and experiences

- a) **Corporate Information:** If proposer is a corporation, provide a copy of the certification from the Florida (or other state) Secretary verifying proposer's corporate status and good standing, and in the case of out of state corporation, evidence of authority to do business in the State of Florida. **All applicants must have a current State of Florida Architect's License.**
- b) The proposer shall provide for both the firm and firm's personnel, copies of any and all documents regarding **complaints filed** (civil, criminal and/or regulatory), investigations made, warning letters or inspection reports issued, or any disciplinary action imposed by Federal or State oversight agencies within the past ten (10) years.

- c) **Proposer shall also indicate whether firm or firm's personnel have ever been convicted** of fraud or of deceit or unlawful business dealings whether related to the services contemplated by this RFQ or not, or entered into any type of settlement agreement concerning such findings or other charges of fraud, or any other type of dealings contrary to federal, state, or other regulatory agency regulations. Proposer shall provide copies of all records in this regard and shall identify the amount of any payments made as part of any settlement agreement, consent order or conviction.

**Tab 2 – Proposer's Business/Corporate Background - Mandatory**

The Proposal shall include a (narrative) synopsis of the Proposer's Business/Corporate background and past education and experience addressing the following requirements and insert under **Tab 2** of this Proposal.

- i. **Business/Corporate Background**  
The background of the Proposer and each sub consultant (if subcontracting is indicated), which, at a minimum, shall include:
  - a) Date established;
  - b) Ownership (public company, partnership, subsidiary, etc.);
  - c) Primary type of business and number of years conducting primary business;
  - d) List of all officers of the firm indicating the percentages of ownership of each officer, and the names of the Board of Directors, if applicable; and
  - e) National accreditations, memberships in professional associations or other similar credentials.
  - f) Proof of higher education experience.
- ii. **A list of current contracts.** If voluminous, at least 10 contracts related to the scope of service, shall be listed. The list shall include names of the entity contracted with, addresses, phone numbers, e-mail addresses, name of Contact or senior official responsible for the Contract.
- iii. **A list of contracts the proposer has provided services under that were terminated or cancelled** prior to original expiration date by any party or for which proposer requested termination or cancellation, or reached mutual agreement on termination or cancellation prior to the original contracted expiration date, and all reasons for such actions. If no contracts have been so terminated or cancelled, the proposer shall provide a statement to that effect. Provide complete, detailed information about the circumstances leading to termination as well as the name and contact information for the other party to each terminated contract.



- iv. **Summary of any penalties or sanctions** imposed or findings or convictions for fraud, or for any other offenses (including pleas of nolo contendere) of any kind brought by any federal, state, or other regulatory agency against the proposer, proposer's corporate staff, or any entity affiliated with the proposer, including, but not limited to a parent company and/or divisions or subsidiary companies controlled by parent company that have worked with the proposer's entity including work as a partner, joint venture or sub consultant (proposer shall identify the amount of any payments or fines imposed in regard to any of the foregoing).
- v. **Summary of any exemplary or qualitative findings,** recommendations, or other validations, demonstrating operation experience (i.e., specialized accreditations, grant awards, etc.).
- vi. **Statement from Surety:** Attach a letter of intent from a surety company indicating the applicants' ability to be bonded for projects up to \$1,000,000. The surety shall acknowledge that the firm may be bonded for a project of **\$1,000,000**. The surety company must be licensed to do business in the State of Florida, must have an A.M. Best rating of "A", and a required financial size of "VII". Firms selected shall maintain, during the life of the contract, workman's compensation, architect's commercial liability coverage, and automobile liability for company vehicles.

**Note:** The College reserves the right to use all information provided in determining responsibility of vendor, as well as any other information the College may obtain through any means that bears on the issue of responsibility.

### **Tab 3 - Proposer's Financial Statement – Mandatory**

The purpose of this subsection is to provide the College with a basis for determining the proposer's financial strength, competence and experience.

Unless otherwise stated, the proposer shall supply the following information for the legally qualified corporation, partnership or other business entity submitting the proposal under this RFQ that will be performing as "the Architect" and insert it under **Tab 3**.

- i. The most recently issued audited financial statement (or if unaudited, reviewed in accordance with standards issued by the American Institute of Certified Public Accountant). All statements shall include the following for the most recently audited (immediate past) year:
  - ii. auditors' reports;
  - iii. balance sheet;

- iv. statement of income;
- v. statement of retained earnings;
- vi. statement of cash flows;
- vii. notes to financial statements; and any written management letter issued by the auditor to the management, the board of directors or the audit committee, or, if no management letter was written, a letter from the auditor, stating that no management letter was issued and that there were no material weaknesses in internal control or reportable conditions otherwise to report.

**Failure to provide any of the aforementioned financial information may result in proposal disqualification.**

**NOTE:** The College acknowledges that privately held corporations and other business entities are not required by law to have audited financial statements. In the event the proposer is a privately held corporation or other business entity whose financial statements ARE audited, such audited statements shall be provided. If the privately held corporation or other business entity does not have audited financial statements, then unaudited statements or other financial documentation sufficient to provide the same information as is generally contained in an audited statement, and as required below, shall be provided.

The College also acknowledges that a Proposer may be a wholly-owned subsidiary of another corporation or exist in other business relationships where financial data is consolidated. Financial documentation is requested to assist the College in determining whether the proposer has the financial capability of performing the Contract to be issued pursuant to this RFQ.

The proposer **MUST** provide financial documentation sufficient to demonstrate such capability including wherever possible, financial information specific to the proposer itself.

All documentation provided will be reviewed by the college and should, be of the type and detail regularly relied upon by the certified public accounting industry in making a determination or statement of financial capability. The proposer shall include the Financial Statement and insert under **Tab 3** of the Proposal.

#### **Tab 4 – Staffing and Personnel – Mandatory**

Staffing and Personnel:

The Proposal shall include a consolidated personnel/staffing plan that includes, but is not limited to:

- ✓ Brief job profiles and job descriptions for staff members who will serve this account. Include years with the firm, educational background, past experience, etc.
  
- ✓ Resumes for the proposed project management team for this account. Also include resumes for the principals of the firm and any other management personnel with responsibility or support functions with this account.

The proposer shall include the Staffing and Personnel and insert under **Tab 4** of the Proposal.

#### **Tab 5 – Educational Architectural Experience – Mandatory Experience:**

Provide a minimum of ten (10) references where the firm was the architect. These projects should be similar in nature to the type of work for the continuing contracts for TCC. Include contact information for the owner's project representative, name of project, project budget, completion date, etc. The proposer shall include the Education Architectural Design Experience and insert under **Tab 5** of the proposal.

#### **Tab 6 – Proposal Response Form – Mandatory**

The proposer shall complete and return the Proposal Response Form of this RFQ and insert under **Tab 6** of the Proposal.

#### **Tab 7 – Proposal Certification Form – Mandatory**

The proposer shall complete and return the Proposal Response Form of this RFQ and insert under **Tab 7** of the Proposal.

#### **Tab 8 – Drug-Free Work Place Form – Mandatory**

The proposer shall complete and return Drug-Free Work Place Form of this RFQ and insert under **Tab 8** of the Proposal.

#### **Tab 9 – Minority/ Woman/Veteran Owned Business Declaration Form – Mandatory**

The proposer shall complete and return Minority & Women Owned Business Declaration Form of this RFQ and insert under **Tab 9** of the Proposal.

#### **Tab 10 - Addendum Acknowledge Form – Mandatory**

It is mandatory that the proposer complete and return all Addendum Acknowledgement Form(s) for this RFQ and insert under **Tab 10** of the Proposal.

Should any revisions/clarifications/supplemental instructions be needed, the College will issue a written addendum to all proposers who received a RFQ package from the Purchasing Department. It is the proposers' responsibility to check with the Purchasing Department prior to submitting a proposal to make sure they have not missed any issued addendums.

The College will also post all addenda and materials relative to this procurement on the Purchasing website: <https://www.tcc.fl.edu/about/college/administrative-services/purchasing/solicitation-documents/#> and the State of Florida's Vendor Bid System (VBS) <http://myflorida.com/apps/vbs/vbs> [www.main menu](#). Interested parties are responsible for monitoring these sites for new or changing information relative to this procurement.

**PROPOSAL RESPONSE FORM**

Proposers are required to complete and submit this form. Proposers shall submit one (1) original and three (3) copies of proposal and (2) electronically on a USB flash media in PDF format of the proposal complete with all supporting documentation, in a sealed envelope/box marked as noted in the General Conditions of the RFQ. This quantity is required so that a full and complete copy of your proposal can be provided to each member of the evaluation committee.

Company Name: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Company Toll Free Telephone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Type of Business: \_\_\_ Corporation      \_\_\_ Partnership

                             \_\_\_ Sole Partnership    \_\_\_ Joint Venture

Incorporated in State of \_\_\_\_\_ Date: \_\_\_\_\_

Number of Years \_\_\_\_\_

SSN (If Sole Proprietorship or Partnership): Only required if FEIN is not provided

\_\_\_\_\_

**I have submitted the required TCC Supplier application and W9 form online and have obtained my TCC Supplier ID # which is SU - \_\_\_\_\_ .**

Name of Company Representative:

Printed \_\_\_\_\_ Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**NOTE:** Please return to Tallahassee Community College with your proposal.

**PROPOSAL CERTIFICATION**

I certify that this proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same materials, supplies or equipment, and is, in all respects, fair and without collusion or fraud. I agree to abide by all conditions of this proposal; I certify that I am authorized to sign this proposal.

I hereby agree to furnish the items and/or services at the prices and terms stated in my proposal. I have read, understand and will comply with all of the terms and conditions of the RFQ.

This company is in compliance with the non-discrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all people without regard to race, color, religion, sex or national origin and the implementing rules and regulations prescribed by the Secretary of Labor.

I certify that I have received the following addenda (if any):

Addendum \_\_\_\_\_ Dated \_\_\_\_\_

Addendum \_\_\_\_\_ Dated \_\_\_\_\_

Signature \_\_\_\_\_

Name(s) and Title(s) \_\_\_\_\_

Legal Name of Proposer \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Date \_\_\_\_\_

**NOTE:** Please return to Tallahassee Community College with your proposal.

**DRUG FREE WORKPLACE**

Drug-Free Workplace: \_\_\_\_\_ Yes    \_\_\_\_\_ N/A

**If Yes please complete this form.**

The undersigned Proposer in accordance with Florida Statute 287.087 hereby certifies

that \_\_\_\_\_ does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are proposed a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement, and will notify the employer of any conviction of, or plea of guilty or nolo contendere, to any violation of Chapter 893, or any controlled substance law of the United States or any state violation occurring in the workplace, no later than five (5) days after such conviction.
5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by an employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

\_\_\_\_\_  
Supplier's Signature

\_\_\_\_\_  
Date

**NOTE:** Please return to Tallahassee Community College with your proposal.

## Minority/ Woman/Veteran Owned Business Declaration

Minority/Woman/Veteran Owned Business: Yes \_\_\_\_\_ N/A \_\_\_\_\_

If **Yes** please complete the form.

### **Minority/Woman/Veteran Owned Business Declaration Form**

Proposer hereby declares that it is a Minority/Woman/Veteran Owned Business Enterprises, as defined by section 288.703. Florida Statutes, by virtue of the following:

Type of Business (check applicable area):

- ( ) African American ( ) Hispanic American ( ) Native American ( ) Asian American  
( ) American Woman

**Note: Minority Business Enterprises, Small Businesses, and Minority Businesses terms are defined in Chapter 288.703, Florida Statutes, and are included below. Chapter 287.094, Florida Statutes, states that it is unlawful for any individual to falsely represent any entity as a minority business enterprise. A person in violation of 287.094, Florida Statutes, is guilty of a felony of the second degree.**

Proposer:
Certified by (Name of Public Entity, if applicable):
Certificate Number/Attach Copy:
Signature & Date:

Florida Statues 288.703 definitions – As used in section 288.703, the following words and terms shall have the following meanings unless the content shall indicate another meaning or intent:

- (1) “Small business” means an independently owned and operated business concern that employee 200 or fewer permanent full-time employees and that, together with its affiliates, has a net worth of not more than \$5 million or any firm based in this state which has a Small Business Administration 8(a) certification. As applicable to sole proprietorships, the \$5 million net worth requirement shall include both personal and business investments.
- (2) “Minority Business Enterprises” means any small business concern as defined in subsection (1) which is organized to engage in commercial transactions, which is



domiciled in Florida, and which is at least 51% owned by minority persons who are members of an insular group that is of a particular racial, ethnic, or gender make-up or national origin, which has been subjected historically to disparate treatment due to identification in and with that group resulting in an under-representation of commercial enterprises under the group's control, and whose management and daily operations are controlled by such persons. A minority business enterprise may primarily involve the practice of a profession. Ownership by a minority person does not include ownership which is the result of a transfer from a nonminority person to a minority person within a related immediate family group if the combined total net asset value of all members of such family group exceeds \$1 million. For purposes of this subsection, the term "related immediate family group" means one or more children less than 16 years of age and a parent of such children or the spouse of such parent residing in the same house or living unit.

- (3) "Minority person" means a lawful, permanent resident of Florida who is:
- a. An African American, a person having origins in any of the black racial groups of the African Diaspora, regardless of cultural origin.
  - b. A Hispanic American, a person of Spanish or Portuguese culture with origins in Spain, Portugal, Mexico, South America, Central America, or the Caribbean, regardless of race.
  - c. An Asian American, a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands, including the Hawaiian Islands prior to 1778.
  - d. A Native American, a person who has origins in any of the Indian Tribes of North America prior to 1835, upon presentation of proper documentation thereof as established by rule of the Department of Management Services.
  - e. An American woman.
- (4) "Certified minority business enterprise" means a business which has been certified by the certifying organization or jurisdiction in accordance with s. [287.0943](#)(1) and (2).
- (5) "Department" means the Department of Management Services.
- (6) "Ombudsman" means an office or individual whose responsibilities include coordinating with the Office of Supplier Diversity for the interests of and providing assistance to small and minority business enterprises in dealing with governmental agencies and in developing proposals for changes in state agency rules.
- (7) "Financial institution" means any bank, trust company, insurance company, savings and loan association, credit union, federal lending agency, or foundation.
- (8) "Secretary" means the secretary of the Department of Management Services.

It is unlawful for any individual to falsely claim to be a minority business enterprise for purposes of qualifying for certification with any governmental certifying organization as a minority business enterprise in order to participate under a program of a state agency which is designed to assist certified minority business enterprises in the receipt of contracts with the agency for the provision of goods or services. The certification of any contractor, firm, or individual obtained by such false representation shall be permanently revoked, and the entity shall be barred from doing business with state government for a period of 36 months. Any person who violates this section is guilty of a felony of the second degree, punishable as provided in s. [775.082](#), s. [775.083](#), or s. [775.084](#).

PROJECTED PROJECTS

No currently funded projects

**\*\*For information purposes only\*\***





February 17, 2020

**M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

**FROM:** Barbara Wills, Ph.D.  
Vice President for Administrative Services and Chief Business Officer

**SUBJECT:** Construction Status Report

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**Item Description**

This item describes the status of various construction, renovation, remodeling and site improvement projects at all TCC locations for the Board of Trustees.

**Overview and Background**

The attached Construction Status report details the noteworthy construction and renovation projects being undertaken to support the educational mission of the College.

**Past Actions by the Board**

None.

**Funding/ Financial Implications**

All construction and renovation projects are funded prior to approval, with most being funded from capital improvement fees.

**Recommended Action**

Presented as an information item only.

## CONSTRUCTION STATUS REPORT – AS OF FEBRUARY 2020

### MAIN CAMPUS (SITE 1)

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TASK	% COMPLETE	DUE DATE	NOTES
Foundation Classroom Renovation - SM 116	35%	TBD	Underway
Foundation Classroom Renovation – TPP 130	35%	TBD	Underway
Foundation Classroom Renovation – TPP 205	35%	TBD	Underway
Foundation Classroom Renovation – HSS 118	5%	TBD	Underway
AMTC Welding Lab	10%	TBD	Plans review complete. Developing RFP with EDA specifics. EDA Site Certificate complete.
Conversion of TESA Locks to C-Cure (Main Campus)	10%	Apr 2020	PO issued
Sidewalk Repairs, Elimination of Trip Hazards	Continuous	On-going	Ground 705 Trip Hazards and Replaced 25 sections of Sidewalk
AD bldg. 27 Roof Restoration	5%	April 2020	PO issued
LS bldg. 15 Flat Top Roof Restoration	50%	April 2020	PO issued
SPC bldg. 45 Roof Restoration	50%	April 2020	PO issued
RI bldg. 21 Roof Restoration	50%	April 2020	PO issued
SUSTAINABILITY	% COMPLETE	DUE DATE	NOTES
Hydration Stations	Continuous	On-going	Prevented 145,699 Plastic Bottles from going to landfills
Recycled Plastic Lumber/Furniture	Continuous	On-going	Prevented 1,567,000 Plastic Bags from going to landfills

### GADSDEN (SITE 2)

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TASK	% COMPLETE	DUE DATE	NOTES
None to report			

### FLORIDA PUBLIC SAFETY INSTITUTE (SITE 3)

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TASK	% COMPLETE	DUE DATE	NOTES
DM – Bldg. 9 - Old Dorm roof damage	100%	Jan 2020	Complete
AM – Bldg. 1 - Defensive Tactics roof damage	98%	Jan 2020	Underway

### CENTER FOR INNOVATION (SITE 4)

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TASK	% COMPLETE	DUE DATE	NOTES
None to report			

### GHAZVINI CENTER FOR HEALTHCARE EDUCATION (SITE 5)

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TASK	% COMPLETE	DUE DATE	NOTES
None to report			

### WAKULLA ENVIRONMENTAL INSTITUTE (SITE 6)

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TASK	% COMPLETE	DUE DATE	NOTES
None to report			

### HURRICANE DAMAGE REIMBURSEMENT SUMMARY

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SITE/LOCATION	TCC EXPENSES	INSURANCE REIMBURSEMENTS	FEMA REIMBURSEMENTS
Site 1 – Main Campus	\$ 234,542.21	\$ 9,685.00	\$ 219,096.89
Site 3 – FPSI	\$ 1,466,344.50	\$ 12,851.50	\$ 0.00
Site 4 – CFI	\$ 6,166.00	\$ 6,166.00	\$ 5,395.25
Site 5 – Ghazvini	\$ 17,957.20	\$ 10,157.00	\$ 0.00

## FOUNDATION CLASSROOM RENOVATION SUMMARY

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Renovated Classroom(s)	Cost to Date
DH 205 - Classroom Renovations	\$ 44,746.24
EN 116 - Classroom Renovations	\$ 58,008.03
CH 137 - Classroom Renovations	\$ 96,381.51
CT 257 - Classroom Renovations	\$ 90,756.01
CH 245, 246, 247 & 248 - Classroom Renovations	\$ 72,824.51
CH 254, 255 & 256 - Classroom Renovations	\$ 61,135.20
CH 259, 258 & 257 - Classroom Renovations	\$ 62,955.39
CH 260, 261 & 262 - Classroom Renovations	\$ 70,614.19
HSS 111 - Classroom Renovations	\$ 44,679.45
HSS 118 - Classroom Renovations	\$ 0.00
SM 116 - Classroom Renovations	\$ 35,577.52
TPP 130 - Classroom Renovations	\$ 24,129.52
TPP 205 - Classroom Renovations	\$ 28,457.86



February 17, 2020

**M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

**FROM:** Barbara Wills, Ph.D.  
Vice President for Administrative Services and Chief Business Officer

**SUBJECT:** Fund Analysis - January

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**Item Description**

This item is to provide the Board a summary of the College's operating revenues and expenses as of 1/28/2020.

**Overview and Background**

As directed in the Florida Public Community College Accounting Manual, revenues from state appropriations, student tuition and fees, interest earned, and other contributions are recorded and monitored in the College's operating fund (fund 1). Expenditures for direct instruction expenses are also recorded in the operating fund.

In accordance with Florida Statutes (1011.01), the Board of Trustees must approve the College's operating fund budget each fiscal year. The College monitors the operating fund activity to ensure approved budget limits are maintained. Additionally, the Board has requested a report of all purchases over \$100,000, but less than \$325,000. The College made no purchases within the specified range during the month of January.

**Past Actions by the Board**

For information only, no Board action required.

**Funding/ Financial Implications**

The College continues to be in sound financial condition.

**Recommended Action**

For information only, no Board action required.



**Tallahassee Community College  
Fund Analysis  
Unrestricted Current Fund  
As of January 28, 2020**

<b>REVENUE</b>	<b>Budgeted</b>	<b>Received Year to Date</b>	<b>January Revenues</b>	<b>% of YTD Budget*</b>
Student Fees	\$ 25,141,465	20,051,128	\$ 5,090,337	80%
State Support	34,179,013	17,388,175	\$ 16,790,838	51%
Federal Support	375,000	237,873	\$ 137,127	63%
Other Revenue	580,000	1,556,314	\$ (976,314)	268%
Non-Revenue Sources	1,567,691	-	\$ 1,567,691	0%
<b>TOTAL REVENUE</b>	<b>\$ 61,843,169</b>	<b>\$ 39,233,490</b>	<b>\$ 22,609,679</b>	<b>63%</b>
<b>EXPENSES</b>	<b>Budgeted</b>	<b>Expended Year to Date</b>	<b>January Expenses</b>	<b>% of YTD Expenses</b>
<b><u>PERSONNEL COSTS</u></b>				
Administrative	\$ 3,500,735	\$ 2,090,878	\$ 299,271	60%
Instructional	12,178,112	7,146,339	\$ 910,203	59%
Non-Instructional	16,204,691	9,353,767	\$ 1,318,423	58%
OPS	5,557,476	3,168,592	\$ 344,372	57%
Personnel Benefits	10,702,155	5,701,640	\$ 799,347	53%
<b>TOTAL PERSONNEL COSTS</b>	<b>\$ 48,143,169</b>	<b>\$ 27,461,215</b>	<b>\$ 3,671,617</b>	<b>57%</b>
<b><u>CURRENT EXPENSES</u></b>				
Services	\$ 4,843,864	\$ 2,067,996	\$ 370,468	43%
Material & Supplies	3,329,612	1,365,602	\$ 204,453	41%
Other Current Charges	5,276,525	2,502,324	\$ 336,588	47%
<b>TOTAL CURRENT EXPENSES</b>	<b>\$ 13,450,000</b>	<b>\$ 5,935,922</b>	<b>\$ 911,509</b>	<b>44%</b>
<b>CAPITAL OUTLAY</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 61,843,169</b>	<b>\$ 33,397,138</b>	<b>\$ 4,583,126</b>	<b>54%</b>

*\* Student fees collected are dependent upon enrollment periods and will not evenly pace throughout the fiscal year. The College generates 45% of all student fees from the Fall Semester, 39% from the Spring semester and 16% from the Summer semester.*



February 17, 2020

**M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

**FROM:** Sheri Rowland, Ed.D.  
Vice President for Student Affairs  
Madeline Pumariega, M.Ed.  
Executive Vice President and Provost

**SUBJECT:** Degree in Memoriam for Christen Marie Johnson

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**Item Description**

This request is for Board approval of the awarding of a “Degree In Memoriam” to the family of Ms. Christen Marie Johnson.

**Overview and Background**

Ms. Christen Marie Johnson was a student at TCC from August 2012-Fall 2014 and then again from January 2017-December 2019. She was studying to be a paralegal and would have graduated in May 2020 if she had not been in a fatal car accident in December. Both Ms. Johnson and her daughter Lindsey died due to the crash.

Ms. Johnson was an exceptional student with President’s and Dean’s List honors multiple semesters. Her daughter Toni Beagles has requested a posthumous degree for her mother to celebrate her life and accomplishments as earning her degree from TCC was something her mom was so proud of being able to earn at this stage in her life.

**Funding/ Financial Implications**

None

**Past Actions by the Board**

Approved Board Policy on Awarding Posthumous Degrees September 2012; approved degree in memoriam for Holly Anne Szilveszter April 2016 and David S. Lowe May 2019.

**Recommended Action**

Approve awarding of the degree in memoriam.